

Adjutant General's Department

1/15/2013

YOUR DIRECT LINK TO State Vacancies

POST &/or
Distribute

- Postings have a direct link to the On-line Kansas job site where the job description and application information is provided.
- **APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE FOR CONSIDERATION.**
- All positions require a security check.
- Wages listed on the website are the minimum starting wages & do not reflect present employee promotion or transfer pay rates.

Open to: 1-Present State employees of TAG Dept 2-All State employees' 3-Public					
<u>Location</u>	<u>*Open</u>	<u>Position</u>	<u>Title</u>	<u>Department</u>	<u>Closing Date</u>
Topeka	1,2,3	Unclassified Full-time	NEW Facility Technician https://www.da.ks.gov/ps/pub/reginfo.asp?id=173672	190 th Civil Engineering Forbes	Jan. 26, 2013

To view online announcements directly from the electronic document, press control and click on the blue web link provided, or cut and paste the link into your browser's address bar. Complete position descriptions are available for all jobs from SHRO. You may also visit www.jobs.ks.gov and search by vacancy number for positions open to categories 1,2,3.

NEW Facility Technician **190th ANG/CE, Forbes Field, Topeka, KS**

Requisition # 173672 – Closes January 26, 2013 – Full time, unclassified with benefits, state position, \$12.98 to \$17.52 per hour, commensurate with experience. Standard 40 hour work week scheduled Monday thru Friday between 7:00 a.m. and 5:00 p.m. All application must be received by the closing date of 1/26/2013.

Job Description: Incumbent is required to perform custodial duties and to maintain clean/sanitary conditions in facilities. Incumbent functions as a lead worker for a Department of Corrections work detail. Incumbent is responsible for training, instructing, scheduling, estimating, and reviewing work to ensure quality and timeliness. Incumbent will perform minor maintenance and recurring maintenance on selected facilities. Duties include but not limited to bathroom fixture repair, exit/emergency light testing and repair, fluorescent lamp/ballast replacement, HVAC filter replacement, etc. Incumbent will be required to maintain the grounds and landscaping as directed.

Minimum and Preferred Qualifications: Requires one (1) year experience and/or training in custodial work including operating high speed buffers and commercial carpet shampoos and one (1) year of training and/or experience in building maintenance trades. Prefer formal training in custodial and building trades programs. Also desire a working knowledge of applicable Environmental Protection Agency (EPA) regulations and building codes.

PLEASE NOTE: Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

How to Apply: The application process has 4 STEPS.

STEP 1: Register by completing the online Personal Data Form at <http://da.ks.gov/ps/aaa/recruitment/jobsteps.htm>

(Skip this step if you already have an Applicant ID number.)

STEP 2: Complete the official State of Kansas application form at <http://da.ks.gov/ps/aaa/recruitment/intro.htm>

STEP 3: Submit your online application to The Adjutant Generals Department. You may also submit a paper copy of your State of Kansas Employment Summary to: The Adjutant Generals Department, State Human Resource Office, 2800 SW Topeka Blvd, Topeka, KS 66611-1220.

STEP 4: Submit additional documents such as cover letters, resumes, transcripts, and/or certifications by e-mailing them to janice.l.harper@us.army.mil. Include your name and job requisition number on all correspondence when submitting documents. Contact Janice Harper (785) 274-1386 or Stephanie Burdett (785) 274-1460 for additional information. Your application will be considered incomplete and you may be found ineligible if you fail to submit the required documentation by the closing date of the vacancy announcement. Please reference Job Posting #173672. The Adjutant General's Department is an Equal Opportunity Employer.

To Apply: Register your Personal Data and Apply online at www.jobs.ks.gov **OR** contact
SHR, Adjutant General's Dept., 2722 SW Topeka Blvd, Topeka, KS 66611.

Stephanie Burdett: 785-274-1460 Janice Harper: 274-1386 Jo Boswell: 274-1391

NOTE: On-line application and listing of other State Vacancies are available on the Internet, www.jobs.ks.gov